



MEMORANDUM

PSC

Agenda Item No. 8(D)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed. D. and Members, Board of County Commissioners

DATE: February 10, 2004

FROM: George M. Burgess, County Manager

SUBJECT: Stephen P. Clark Center Lobby Security

At the January 20, 2004 Board of County Commissioner's meeting, staff was instructed to present an alternative scenario for providing security at the Stephen P. Clark Center (SPCC) to the Public Safety Committee. Prior to this request, I had instructed staff to formulate a new security process for your consideration and we are in the process of finalizing the logistics for rollout of the new procedures. The new approach would eliminate the need for Commissioners and their staff, County employees resident in SPCC and other County employees who frequently conduct business in this building to be screened using the magnetometers. The current process concerning access for law enforcement and correctional officers in uniform will remain unchanged. We intend to begin a phased rollout of the revised security procedure in the next few weeks.

As reported during this past budget cycle, staff evaluated the security measures in the SPCC lobby and made a number of adjustments that, while transparent to persons entering the building, resulted in significant cost savings. On further review, I instructed staff to effect additional improvements with the view to eliminating the screening of Commission staff and SPCC resident County employees.

Currently, all County employees and visitors, with minimal exceptions, must proceed through the magnetometers and have their bags, documents, meals and the like scanned by x-ray machines. Often, follow-up individual screening using security wands are carried out even though security personnel and employees know each other. Under the new approach, the Employee Relations Department (ERD) will be issuing a redesigned Identification Card (ID) to Commission staff, SPCC employees and other selected staff from other locations. Staff will be required to display the redesigned ID card to gain access and will no longer be required to proceed through magnetometers or to send their belongings through x-ray machines if they properly display the redesigned ID. An illustration of the new layout of the access areas in the SPCC lobby is attached which shows the location of the proposed employee only entrances on the north and south access points. County employees who have not yet received or fail to display the redesigned identification badge will NOT be exempted from screening, and will be subject to the same screening process as visitors.

Because of the number of employees and the time required to issue the new badges, the rollout will be completed in phases. General Services Administration, ERD and Department Personnel Representatives will work together to develop, finalize and phase in the new system. We will endeavor to access existing contracts to procure the new identification system (software, printers, ID cards etc.) which is estimated to cost approximately \$35,000.

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This new security process will result in a substantial reduction in the volume of persons requiring screening. The lobby configuration will be modified to eliminate one x-ray machine (for screening packages) and two magnetometers at the north access. Twenty four hour-seven days-a-week screening will also be eliminated because the facility is closed to the public after normal business hours. Necessary adjustments will be made for evening and weekend public meetings as needed. The new security arrangements will also result in an annual operating cost savings of approximately \$184,000.


Assistant County Manager

